

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF TEXAS**

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**GUIDE FOR FILING FEDERAL CIVIL SUITS  
AGAINST THE UNITED STATES, AN AGENCY OFFICIAL,  
OR AN EMPLOYEE OF THE UNITED STATES GOVERNMENT  
IN THE NORTHERN DISTRICT OF TEXAS**

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If you are filing a suit against the UNITED STATES or against an AGENCY OFFICIAL or EMPLOYEE OF THE UNITED STATES GOVERNMENT, please refer to the check list of requirements below. *If you desire a file-stamped copy for your records, please provide a copy in addition to the number stated below. The file-stamped copy will be returned to you.*

		<u>Number of Documents</u>
1.	<u>Civil Cover Sheet (JS-44)</u>	
	Clerk's Office (original and one copy) . . . . .	2
2.	<u>Complaint</u>	
	Clerk's Office (original and one copy) . . . . .	2
	U.S. Attorney (addressed to Civil Process Clerk) . . . . .	1
	1100 Commerce, 3rd Floor, Dallas, TX 75242-1699	
	801 Cherry Street, Suite 1700, Fort Worth, TX 76201-6897	
	1205 Texas Avenue, C201 US Federal Bldg, Lubbock, TX 79401	
	500 S. Taylor Street, Suite 300, LB 238, Amarillo, TX 79101	
	Attorney General (addressed to Civil Process Clerk) . . . . .	1
	10th & Pennsylvania Ave. NW, Washington, DC 20530	
	(may be served by registered or certified mail)	
	Each agency, official, employee, or party listed . . . . .	1
	(may be served by registered or certified mail)	
3.	<u>Summons</u>	
	For service on U.S. Attorney . . . . .	2
	For service on Attorney General . . . . .	2
	For service on each agency, official, employee or party listed . . . . .	2
	One copy of each summons is signed and sealed by the Clerk to be served with the complaint and one copy is kept by the Clerk to become part of the Court records.	
	Pursuant to Rule 12 of the Federal Rules of Civil Procedure, the United States or any agency or official of the United States shall have 60 days to answer the complaint. Be sure to enter "60" in the applicable place on each summons.	
4.	<u>Filing Fee</u>	
	\$150.00 (Make checks payable to: <i>Clerk, U.S. District Court.</i> )	

REFERENCES

Federal Rules of Civil Procedure 4&amp;12

REVISED 12/97